

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING








December 18, 2018
6:30 p.m.
History Room

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 22 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the November 19, 2018 Library Board of Trustees Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for November 2018. (Receive & File and Approve)

11. FY2018-2019 Cash Flow Analysis through November 2018; the Schedule of Anticipated Property Tax Revenues for FY2018-2019 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for November 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for November 2018. (Receive & File)

14. Acquisitions Report for November 2018. (Receive & File)

15. Entrepreneurial Activities Report for November 2018. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for November 2018. (Receive, File, and Ratify Appointments)

17. Circulation Report for November 2018. (Receive & File)

18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

19. Administration Report for November 2018.

- 20. Children's Services Report for November 2018.
- 21. Adult Services Report for November 2018.
- 22. Placentia Library Web Site & Technology Report for November 2018.

PRESENTATION

- 23. Presentation of the 2018 Employee of the Year Award from President Carline to Victor Meza, Interim Library Assistant.

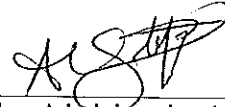
NEW BUSINESS

- 24. Presentation of Fiscal Year 2017-2018 Financial Audit White, Nelson, Diehl, Evans LLP.
- 25. Reports from library staff on their California Library Association experience and workshops.
- 26. Presentation of proposals for general contractor service for the centennial renovation project.
- 27. Presentation of proposals for printing service.
- 28. Discussion of Educational Assistance reimbursement requests from Fernando Maldonado, Interim Business Manager and Christie Hwang, Library Aide.
- 29. Updates of the centennial renovation project by Library Director Contreras.
- 30. Adoption of Resolution 18-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2019.
- 31. Adoption of Resolution 18-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments for the Office of Trustee of the Placentia Library District; Administration of the Oath of Office.
- 32. Election of Officers.
- 33. Appointment of Library Board Representatives for 2019 by the Board President:
 - Incumbents are italicized.*
 - Representative to Special District Local Area Formation Commission (LAFCO) – *Trustee Shkoler* and *Secretary Martin* as alternate.
 - Representative to the Orange County Council of Governments – *Trustee DeVecchio*.
 - Representative to the Placentia Library Friends Foundation (PLFF) – *President Carline* and *Secretary Martin* as alternate.
 - Representative to the Independent Special District of Orange County – *Trustee Minter*
 - Personnel Committee – *President Carline* and *Trustee Shkoler*
 - Redevelopment Successor Agency Oversight Board – *Trustee Shkoler*

ADJOURNMENT

- 34. Agenda Preparation for the January Date Meeting which will be held on January 21, 2019 at the Placentia Chamber of Commerce office, located at 117 N. Main Street, unless re-scheduled by the Library Board of Trustees.
- 35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 36. Adjourn

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 18, 2018 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 14, 2018.



Alyssa Stolze, Administrative Assistant